



# NEW SINGLE FAMILY DWELLING SUBMITTAL REQUIREMENTS

BUILDING SERVICES



This is a comprehensive submittal list for new Single Family Dwelling Units, which includes new Accessory Dwelling Units (ADU). Note, all items may not pertain to your specific project.

*\*Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & [electronic submittals](#).*

## 1. Document Submittal List

- A. Drawings: (3 Sets 24"x36" maximum, 11" x 17" minimum)\*
  - ☐ Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
  - ☐ Grading Plan
  - ☐ Architectural plans: floor plan(s), roof plan, exterior elevations
  - ☐ Structural plans: foundation plan, floor framing plan(s), roof framing plan, truss information, cross sections, and structural details referenced on the plan(s)
  - ☐ Mechanical plan
  - ☐ Electrical plan
  - ☐ Plumbing plan
  - ☐ 2 Sets\* must be stamped by [Contra Costa Central Sanitary District](#) prior to submittal
- B. Supporting Documents/Calculations: (2 Sets 8 ½" x 11")\*
  - ☐ Structural calculations (Signed and stamped)
  - ☐ Provide [Fire Department Approval Letter](#) prior to permit issuance. Provide Fire district's final approval letter of the job site prior to the Town's final inspection.
  - ☐ Electrical Load calculations for electrical service capacity
  - ☐ Energy calculations and forms (Title 24)
    - ☐ a. Both original 8 ½ x 11 and CF-1R and MF-1R on the plans
- C. Geotechnical Report: (2 Sets 8 ½" x 11")\*
  - ☐ Geotechnical Report (signed and stamped)
  - ☐ Letter by geotechnical engineer confirming that the construction documents have been reviewed and determined that the recommendations in the geotechnical report are properly incorporated into the plans. (signed and stamped)

## 2. Information to be Included on Documents

- A. Plot Plan
  - ☐ Lot dimensions: metes and bounds information
  - ☐ Footprint of all existing and proposed buildings with all projections and dimensions to property lines and between buildings
  - ☐ North arrow and bar scale (or indicate scale)
  - ☐ Visible utility to curb
  - ☐ Easement(s)
  - ☐ For each tree provide location, species, variety, & trunk diameter in inches at 54" in height if trunk diameter is 10" and greater
    - ☐ a. Show extent of tree canopy and dripline
- B. Grading and Drainage
  - ☐ Top and toe of slopes on slight slopes and topography with minimum 2' contours on lots with more than 5' elevation difference
  - ☐ Pad elevations: Ground slope drainage scheme and topography (hill sites)
- C. Architectural Plans
  - ☐ Architectural floor plan(s) and roof plan
  - ☐ Exterior Elevations: specify all exterior finish materials
  - ☐ Ventilation Calculations, Attic Access, Crawlspace Access
  - ☐ Window and Door Schedule; Egress Windows and Doors on plan/elevation

- ☐ Architectural Details/Sections including but not limited to:
  - ☐ a. Flashing: vertical and horizontal junctures of materials
  - ☐ b. Fireproofing (e.g. 1 hour walls, 1 hour eaves)
  - ☐ c. Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces, BTU of fireplace
  - ☐ d. Handrail(s) and guards with support

D. Structural Plans

- ☐ General Notes & Material Properties (e.g. Concrete, wood, steel, reinforcing, etc.)
- ☐ [Design Criteria](#) (Design Loads, Wind Loads, & Seismic Loads and Parameters)
- ☐ Soil Properties (Soil Site Class, Bearing pressure, etc.)
- ☐ Foundation, structural floor, and roof framing plans
- ☐ Structural Details/Sections including but not limited to:
  - ☐ a. Footing, piers, and grade beams
  - ☐ b. Post and girder intersections/connections
  - ☐ c. Roof: eaves, overhangs, rakes, and gables
  - ☐ d. Floor changes (i.e. wood to concrete)
  - ☐ e. Structural wall sections with details at foundation, floor and roof levels
  - ☐ f. Lateral System (e.g. shear walls, holdowns, steel columns, diaphragm etc.)
- ☐ Truss configuration and locations
- ☐ Typical cross section in each direction

E. Mechanical, Plumbing and Electrical Plans

- ☐ Location of HVAC equipment and plumbing fixtures
- ☐ Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations
- ☐ Outlets, fixtures, switches, smoke alarms, carbon monoxide alarm(s), service panel amperage, sub-panel location(s)
- ☐ [Electrical load calculation](#) for electrical service capacity
- ☐ Gas Line Diagram or Isometric (see [Gas Line Submittal Requirements Handout](#))

F. Energy Requirements

- ☐ Form CF-1R with all signatures
- ☐ Heat loss calculation to size new equipment or confirm adequacy of existing equipment
- ☐ Print CF-1R and MF-1R on drawing set
  - ☐ a. MF-1R, (Residential Mandatory Measures): The Town accepts Checklists that meet CalGreen requirements, such as the [checklist developed by AIA](#).

G. Information

- ☐ Signature on all documents by design professional and document maker
- ☐ Name, title, California registration, address, and phone number of design professional
- ☐ Address of property and name, address and phone number of property owner
- ☐ Cover Sheet Information
  - ☐ a. Applicable codes
  - ☐ b. Description of type of work (i.e. Scope of Work)
  - ☐ c. Occupancy and type of construction
  - ☐ d. Gross area, by floor(s) and building height
  - ☐ e. Indicate if the building has an existing Fire Sprinkler System
  - ☐ f. Index of drawings
  - ☐ g. List Deferred Submittals (e.g. Truss Calculations, Gas Line Sizing, Fire Sprinklers etc.)
  - ☐ h. List **photovoltaic (PV) system as a Deferred Submittal**. PV system shall be provided prior to occupancy of the new dwelling to meet the 2019 CA Building Energy Efficiency Standards.
- ☐ All drawings must be drawn to a standard engineering or architectural scale

H. Prefabricated Trusses

- ☐ Roof framing plan with truss I.D. number and manufactures name
- ☐ Detail of all truss splices, connection and plate sizes
- ☐ Show all trusses including gable bracing and bridge/bracing
- ☐ Reviewed and signed by engineer of record
- ☐ Stamped and signed by truss company engineer
- ☐ Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan